
STANDARD OPERATING PROCEDURE

Pill Line Medication Administration

SOP 11.9.6.1

Rev. 5/01

Revision: Part B: Reference to "Pill Line" not being placed in margin next to orders for psychotropic was deleted since Part A #2 already states that psychotropic medications must be administered through Pill Line.

PURPOSE: TO PROVIDE GUIDANCE IN PILL LINE PROCESS TO INSURE OPTIMAL PATIENT COMPLIANCE WITH PRESCRIBED MEDICATION THERAPY. ALL DIHS MEDICAL CLINICS WILL MAINTAIN A MONITORED DOSE MEDICATION ADMINISTRATION SYSTEM. "PILL LINE").

I. GUIDELINES

A. A patient may be placed on the Pill Line Distribution System for one or more of the following reasons:

1. The patient is admitted into one of the observation wards and prescribed treatment, (No inpatient shall have any bedside medication unless specified by provider).
2. An outpatient is prescribed a psychotropic or behavior modifying medication. (No patient will self-medicate with any psychotropic or behavior modifying medication).
3. The outpatient is not trusted to be responsible for taking his/her own medication.
4. The outpatient is required to take his/her medication at a specific time.
5. The patient is prescribed a controlled drug (no patient will self-medicate with any controlled drug).
6. The patient is prescribed a dietary supplement. These products must be taken under the observation of medical personnel. (Detention officers may observe consumption of these products at facilities where they are distributed by food services).
7. Requested by the clinical director or NP/PA.

B. A patient should only be placed on the pill line if they meet the above criteria. Pill line administration is a very labor-intensive process and should be reserved for those cases of legitimate need. Once placed on the pill line by a provider, the patient should only be removed by that provider or a higher level medical authority, unless the initiating provider's order has expired.

- C. Orders for patients to be placed on the pill line should indicate that fact in the progress notes. Providers should write the statement "Pill Line" in the margin next to the orders or on a line prior to the orders.
- D. Pill line medication should be filled and documented in the patient's medication profile like any other order. To aid providers and pharmacists, the pill line orders in the patient's profile should be highlighted to differentiate them from other orders.
- E. Administration of the individual doses of pill line medication will be documented using the Medication Administration Record (MAR); BOP 31 day MAR. Pharmacy labels should be placed on the form to provide medication and dosage information. All other areas of the form should be filled out completely.
- F. Staff filling out the MAR should write in an administration time in the hour block for each time each drug is given. Personnel administering medication must sign and initial the back of each form that they document on.
- G. Each dose administered must be documented on the MAR by placing the initials in the appropriate date/time block. If a patient is a "no-show," the letters NS should be placed in the appropriate block and circled to avoid confusion with individual initials. (This should only be done after you are certain that the patient is not going to come for that dose of medication). Medications that are refused by the patient should have the letter "R" placed in the appropriate block and circled. At no time should the initials block be left blank.